



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **EXAMINATION PROCTOR, DOI**

**\$2,295 - \$2,649**

**PRODUCER LICENSING BUREAU**

**SACRAMENTO**

**RESPONSIBILITIES:** Under direct supervision of the Manager of Education and Examination Programs, the incumbent performs a variety of duties relating to the administration of the insurance license computer-based and/or written examinations. Specific tasks include, but are not limited to the following: verifying identity of examinees; assigning appropriate examination materials and seating; providing instructions to examinees regarding the computer-based and written examination procedures; monitoring and preventing dishonesty and collusion between examinees; maintaining highest level of security at examination facilities and of examination equipment and materials; grading and recording of examination results; preparing reports of incidents occurring during examinations; and, performing other duties as assigned.

**DESIRABLE QUALIFICATIONS:** Successful candidates should possess the ability to work independently; have good computer skills; and, have good interpersonal and communication skills—both verbal and written. Dependability, punctuality, good judgment, ability to meet and interact effectively with the public and perform in a professional manner is also essential.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Examination Proctor, DOI, level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stefanie Abdelnour, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Examination Proctor, DOI, #413-145-1877-005” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3303.

**FINAL FILING DATE:**     **January 10, 2005 or Until Filled**

**NOTE:** Interested individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**